

The purpose of this solicitation is to establish an Agency Term Contract to provide Temporary Seasonal Personnel Services for the Louisiana Department of Wildlife and Fisheries (LDWF), White Lake Wetlands Conservation Area, located at 16105 LA Hwy 91, Gueydan, LA 70542, in accordance with the specifications herein.

The vendor must meet all mandatory administrative requirements and provide evidence of complying with the following minimum qualifications:

- A. At least one (1) year as an established temporary staffing service business.
Please provide copy of company's bio with bid
- B. Vendor must have financial and staffing resources sufficient to fill any staffing requirement that arise at LDWF Wetlands Conservation Area.
- C. Vendor must be able to implement services within two (2) weeks of award.
- D. Vendor must have an established computerized usage tracking system.
- E. Vendor must provide centralized billing and electronic invoicing.

Staffing Disciplines

Disciplines needed includes: Guide, Head Cook/Housekeeper, Cooks Helper/Housekeeper and Laborer/Groundskeeper

- **Guide**

Provide guide service for waterfowl hunting and fishing. Cleans, paints, repairs and grasses duck blinds. Place and maintain decoys at duck blind locations. Cleans, paints and repairs boats and equipment used in guiding activities. Additional morning activities include cleaning and packaging birds, cleaning and maintaining workshop, mowing grass, building and equipment maintenance. Additional afternoon activities include assisting in the operation and maintenance of the skeet range and sporting clay course and working with guests utilizing those facilities. Requires a minimum of twelve (12) months experience in guiding for hunting. Additional experience in guiding for fishing is desirable.

- **Head Cook/Housekeeper**

Acts as lead worker for the crew preparing meals. Prepares meals and serves meals to guests. Washes, peels, cuts and seeds vegetables and fruits. Cleans, cuts and grinds meats, poultry and seafood. Dips food items in crumbs and flour and batter to bread them, stirs and strains soups and sauces. Weighs and measures designated ingredients. Carries pans, kettles and trays of food to and from workstations, stove and refrigerator. Stores food in designated areas, utilizing knowledge of temperature requirements and food spoilage. Cleans work areas, equipment and utensils. Segregates and removes garbage. Cleans garbage containers. Requires a minimum of twelve (12) months experience in food preparation in an institutional setting. Fast food restaurant experience is not qualifying experience. Cleans rooms, hallways, restrooms and other living or work areas. Sweeps, scrubs, waxes and polishes floors. Cleans upholstered furniture, rugs, carpets and draperies. Polishes metalwork, dusts furniture, washes windows, empties wastebaskets, replenishes bathroom supplies, replaces light bulbs, etc. Requires a minimum of twelve (12) months experience in cleaning offices and/or residences, performing janitorial work.

- **Cooks Helper/Housekeeper**

Assist Head Cook with preparing meals and serving meals to guests. Washes, peels, cuts and seeds vegetables and fruits. Cleans, cuts and grinds meats, poultry and seafood. Dips food items in crumbs and flour and batter to bread them, stirs and strains soups and sauces. Weighs and measures designated ingredients. Carries pans, kettles and trays of food to and from workstations, stove and refrigerator. Stores food in designated areas, utilizing knowledge of temperature requirements and

food spoilage. Cleans work areas, equipment and utensils. Segregates and removes garbage. Cleans garbage containers. Requires a minimum of twelve (12) months experience in food preparation in an institutional setting. Fast food restaurant experience is not qualifying experience. Cleans rooms, hallways, restrooms and other living or work areas. Sweeps, scrubs, waxes and polishes floors. Cleans upholstered furniture, rugs, carpets and draperies. Polishes metalwork, dusts furniture, washes windows, empties wastebaskets, replenishes bathroom supplies, replaces light bulbs, etc. Requires a minimum of twelve (12) months experience in cleaning offices and/or residences, performing janitorial work.

- **Laborer/Groundkeeper**

Performs grounds maintenance duties, using equipment such as tractors, mowers, spreaders, rollers, etc. Cuts lawns, trims and edges walkways, flowerbeds, and walls. Prunes trees and shrubs, spreads fertilizer, herbicides, and insecticides. Rakes and bags or burns leaves and debris. Plants and waters trees, shrubs and grass. Installs and repairs fences, gates, walls and walkways. Sharpens blades and makes minor repairs on lawn maintenance equipment. Repairs and maintains water control structures, boat docks, bulkheads, duck blind, etc. Cleans rooms, restrooms and other living and work areas. Paints and cleans facilities and equipment. Cleans, paints, repairs and grasses duck blinds. Requires a minimum of twelve (12) months experience in janitorial, equipment, facilities maintenance or grounds keeping.

Pay Rate

The day rate is up to an eight (8) hour day; anything over eight (8) hours will receive an additional bonus pay rate.

Guide:

\$120.00 Day Rate - for working up to typical eight (8) hour day

Guide Bonus Pay = \$120.00 Day Rate plus one (1) - \$60.00 bonus.

A guide will receive one (1) bonus payment if they show up early in the morning to guide or be a standby guide. Typically this time is between 4:00 a.m. CST and 5:00 a.m. CST. Once the hunt is over, the guide will leave once they complete their hunt duties.

Guide Bonus Pay = \$120.00 Day Rate plus two (2) - \$60.00 bonuses.

A guide will receive the day rate plus two (2) bonuses if they show up in the morning to guide or be a standby guide; if they also stay in the afternoon either to do work that is needed on boats and blinds or to accommodate group hunters that may want to go fishing; or go to our sporting clay course during the afternoon hours. On the day the guide gets two (2) bonuses, they will stay as long as necessary to complete the job. This could be 4:00 p.m. CST or as late as 7:00 p.m. CST.

Head Cook and Cook's Helper:

Head Cook Day Rate = \$90.00 Cooks Helper Day Rate = \$70.00

The head cook and cook's helper will receive this rate on days when there is no one at the lodge. On these days, they are responsible for cleaning and maintaining the lodge facilities, inventory and ordering supplies needed to accommodate groups, preparing beds, etc.

Head Cook and Cook's Helper:

Head Cook and Cook's Helper Bonus Pay = \$40.00

The head cook and cook's helper receive a \$40.00 bonus each day that a party is staying at the lodge or over eight (8) hours of work is required in a day. This \$40 bonus is in addition to the day rate they are being paid. They get this bonus because they may be required to work beyond your typical eight (8) hour day. For example, on a Friday, there's a Group Hunt scheduled to arrive at 3:00 p.m. CST. These group hunters (up to twelve (12) people) will spend Friday night, all day Saturday and Saturday night, and will depart Sunday after lunch. The cooks and cooks' helpers will be preparing the lodge Friday before they arrive and will be preparing and serving dinner Friday, breakfast, lunch and dinner on Saturday and breakfast and lunch on Sunday. During this time,

they will also be making beds and keeping the lodge clean. After the group leave, they will clean the lodge and remake all the beds. Their pay for this event will be three (3) days' pay at their day rate plus three (3) bonuses. Example: For our cook that would be $3 \times \$90 = \270 and $3 \times \$40 = \120 or a total pay of \$390.00.

Laborer/Groundskeeper:

\$120.00 Day Rate - for working up to typical eight (8) hour day

There is no Bonus Pay for Laborer/Groundskeeper.

Criminal Background and Drug Screening Requirements:

Upon the request of the Louisiana Department of Wildlife Fisheries (LDWF), the Contractor may be required to conduct a criminal background check and drug screen on employees as follows:

- Criminal Records Check: The Contractor must conduct a county, parish of residence, or statewide criminal records check for all residential addresses provided for the past seven (7) years.
- Drug Screen: The Contractor must conduct or have conducted a nine-panel urinalysis test by an independent drug-screening clinic for employees selected for testing by LDWF. All measures must be in place to ensure testing integrity.

LDWF has a right to request drug testing at the bid price for any employees working under the contract by a certified laboratory according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines. A report shall be provided within five (5) business days. The report shall identify the drugs/metabolites tested for, whether positive or negative. The report shall also indicate the date and time of specimen collection, the date received by the laboratory, and the date and time reported.

LDWF reserves the right to request additional drug screens for any employees working under the contract for reasonable cause. Any employee who test positive on any drug screen, shall be immediately dismissed. The Contractor shall pay for the drug testing and background checks and invoice LDWF in accordance with the prices outlined in Attachment C – Price Sheet.

Contractor Employer Role

The Contractor shall be the primary Contractor of the temporary staffing service employees. LDWF is not a co-employer of employees of the Contractor. The Contractor will act as an independent contractor conducting business with LDWF and as such will comply with all Federal, State, and local laws regarding working conditions, hours of employment, overtime regulations, and methods of payment. All work shall be performed in compliance with all applicable Federal, State, and local laws, codes and regulations.

Any staff provided by the Contractor shall NOT be entitled to participate in any of the employee benefit plans of the State or LDWF, including retirement, deferred compensation, insurance, paid leave and holidays, and other similar plans, programs and agreements, whether reduced to writing or not. Any benefits accruing to the temporary staffing employees shall be the responsibility of the temporary staffing service Contractor.

Subcontracting

The services provided to accomplish the requirements of this solicitation shall be under the control, management, and supervision of the Contractor, unless otherwise stated. Should the Contractor enter into subcontracts with third parties for the performance of any part of this solicitation, in no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor for any breach of performance required herein.

Staff Credentialing

Contractor shall provide temporary personnel that are qualified and competent to perform the functions of the assignment in accordance with the job descriptions identified herein; and, who have appropriate credentials for the assignment. The Contractor must pre-screen and verify credentials of staff, where appropriate, to ensure that

the Contractor refers only those individuals who have the education and experience for the assignment(s) requested. LDWF shall have the right to review and approve the qualifications of all contract personnel. LDWF may also refer and/or recommend qualified personnel. The

Contractor must be willing to send potential temporary employees to LDWF for interviews at the Contractor's expense, if requested by LDWF.

Unsatisfactory Performance

Contractor shall also provide a means for exchanging workers if the worker's performance is unsatisfactory to LDWF. If a temporary employee is: a) determined unsatisfactory, b) fails to report to work, or c) terminates employment with the Contractor while working, the Contractor agrees to a telephone call-back of four (4) hours, or otherwise mutually agreed upon time, for confirmation of who will report to the job on the next business day as a replacement for such a temporary employee. LDWF may also replace personnel when necessary and appropriate. In the event the Contractor does not routinely furnish qualified temporary employees, the Contractor may be deemed in default.

Activation of Contract

The enclosed specifications provide general descriptions and skill levels required for the temporary positions to be provided by the successful contractor. The Contractor shall fill a work order within forty-eight (48) hours of placement of the work order except as mutually agreed to by both LDWF and the Contractor due to special circumstances.

The Contractor shall submit the name and telephone number of point of contact to LDWF. LDWF shall be able to call requirements, changes, complaints, and questions to this point of contact. Contractor shall provide immediate notice of any changes to the designated point of contact. For emergencies after regular working hours, the Contractor shall provide a twenty-four (24) hour answering service, such as an answering machine, pager or message service.

Invoicing

The Contractor will bill LDWF only for the hours that the individual worked on state premises. This cost shall be inclusive of all labor, travel, and overhead/administrative costs to perform the duties outlined herein. The Contractor is responsible for obtaining the appropriate working hours from LDWF. A time sheet(s)/certified payroll must be signed in/out on a weekly basis by an authorized representative of LDWF. This will be used as verification of the pay schedule of each employee and for payment of invoices. LDWF shall pay the Contractor in accordance with the fee in the time sheet plus the contracted service fee bid.

The contractor may invoice LDWF weekly at the following address:

LDWF Accounts Payable

P.O. Box 14359, Baton Rouge, LA 70898-4359

Email invoices to: sdartez@wlf.la.gov and mmoore@wlf.la.gov

Payments will be made by LDWF within approximately thirty (30) days after receipt of a properly executed invoice, and approval by LDWF. Invoices shall include the order number, a copy of the time sheet indicating the pay rate, temporary personnel's name, and dates of service. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided. Temporary employees will be paid by the Contractor on a weekly basis.

No fee shall be charged to LDWF if the contractor's worker becomes a State employee. In order to become a State Classified Employee, the contract worker shall successfully compete in a regular manner as defined in the applicable Civil Service Rules and published policies for any probationary or provisional appointment.

Attachment B – Specifications
RFx # 300018240 LDWF Temporary Seasonal Personnel

The Contractor must provide its employees with Worker's Compensation and Unemployment Compensation insurance and must deduct all applicable Federal, State, and local taxes from employees' checks. The employees provided under the contract must be employees of the Contractor; the employees provided SHALL NOT be considered to be independent contractor, by the Contractor. The Contractor will be responsible for wages, salaries, fringe benefits, withholding and payment of any taxes, Federal, State, Social Security and any other taxes or levies upon the Contractor's employees at the using agencies.